



CALIFORNIA STATE CONTROLLER’S OFFICE

OPEN SPOT - (SACRAMENTO) EXAMINATION FOR

STAFF MANAGEMENT AUDITOR (SPECIALIST), State Controller’s Office

MONTHLY SALARY RANGE

\$4,833 - \$6,168

NOTE: The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raised granted recently. You should verify the salary levels with the department personnel office before making any commitments.

9CO06

FINAL FILING DATE

February 4, 2009 is the final filing date. Application (STD. FORM 678) must be POSTMARKED no later than the final filing date. Application postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted.

INTERVIEW DATE

It is anticipated that interviews will be held during MARCH/APRIL 2009.

WHO MAY APPLY

This is an open spot examination for Sacramento. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Submit Examination Application (STD. Form 678)

By Mail to:

State Controller’s Office

HR-Examination Unit

P.O Box 942850-5877

Sacramento, CA 95814

ATTN: Andrea Munoz

OR

In Person to:

State Controller’s Office

HR-Examination Unit

300 Capitol Mall, 3RD Floor

Sacramento, CA 95814

ATTN: Andrea Munoz

Please indicate specific exam title that you are applying for on the application. All applications must also include the “to” and “from” employment dates (month/day/year), time base, and official classification titles. Applications received without this information will be rejected.

DO NOT FILE YOUR APPLICATION WITH THE STATE PERSONNEL BOARD.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the Examination Application. You will be contacted about specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the *final file date*. The following patterns may be combined proportionately, when applicable, to meet the overall experience requirement:

Either I

One year of experience in the California State Service performing professional auditing or accounting duties in a classification with a level of responsibility not less than that of Associate Management Auditor.

Or II

Two years of increasingly responsible auditing and/or accounting experience or management consultant experience which shall have involved preparation of reports and presentations of audit findings, at least one year must have included duties at a level equivalent to that of an Associate Management Auditor in state service.

And

Education: Equivalent to graduation from college, preferably with a major in accounting, business administration, public administration, or economics, with a minimum of six semester units of accounting.

Special Personal Characteristics: Willingness to travel and work away from the headquarters office.

THE POSITION

A Staff Management Auditor (Specialist) examines organization operations and internal management controls, reviews organization policies, and conducts technical audits of fiscal and management procedures and practices of agencies and other entities subject to audit by the Office of the State Controller. May review accounts, records and reports; verify reconciliation of accounts and determine the accuracy of financial statements. Positions may also be assigned to audit related financial and/or management projects of the most complex, sensitive nature.

Positions exist with the State Controller's Office in Sacramento.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on an eligible list, a minimum rating of 70 percent must be attained in the interview.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

SCOPE

Qualification Appraisal-Weighted 100%

Emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
1. Sampling methodology, statistical and non-statistical.

2. Organization and management in government and/or private sector business.

3. Principals of data processing, uniform accounting principles, financial organization and procedures of the State of California.

4. Policies, rules and regulations of the State Legislature and State Controller, State Treasurer, Department of Finance and central control agencies, as they relate to both state agencies and private sector financial program management activities.

5. Current auditing standards and procedures.

6. Software in a Personal Computer's (PC) environment.

7. Internal controls.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

B. Ability to:	
<div><div>1. Conduct financial compliance, and/or management audit duties of a variety of State departments, governmental jurisdictions, and private businesses.</div><div>2. Obtain information and complete comprehensive analysis and/or reviews of accounting, financial and business organization procedures and recommend solutions to problems and issues including the development of appropriate findings.</div><div>3. Communicate effectively.</div><div>4. Effectively lead, prioritize and coordinate multiple assignments and provide management with appropriate feedback.</div><div>5. Effectively lead other auditors through training and development of skills and abilities.</div><div>6. Utilize various online resources and/or publications to research various laws, regulations and other audit criteria.</div><div>7. Use computer applications such as Microsoft Office and various software programs to prepare worksheet and documents.</div><div>8. Sufficiently document work performed so that is clearly understood.</div><div>9. Identify key control points, strengths and weaknesses and assess the adequacy of controls.</div><div>10. Coordinate and communicate progress of the assignment with management, staff and external parties through meetings and other means.</div><div>11. Travel independently to and from audit site with potential for overnight stay.</div><div>12. Conduct yourself in a professional manner.</div></div>	
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the State Controller's Office. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
VETERANS AND CAREER POINTS	Veterans' preference points will not be added to the final score, as this examination does not qualify as an entry level examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 324-0811, three days prior to the written test date if the candidate has not received a Notice.

For an examination without a written feature it is the candidate's responsibility to contact the State Controller's Office, Examination Unit (916) 324-0811, three weeks after the final file date if the candidate has not received a progress Notice.

If a candidate's Notice of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error; the candidate will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the State Controller's Office, or you may log onto www.sco.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Controller's Office reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Promotional Examination Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the State Controller's Office, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress made in their efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired

from TDD Phones: 1-800-735-2929

from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION